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EMPOWER LEARNING ACADEMY TRUST
HEALTH and SAFETY POLICY

2025 – 26

Mission Statement

To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become kind, confident and impactful world citizens.

Empower Learning Academy Trust Incorporates
Hall Mead School
The Brittons Academy
Bower Park Academy
Hacton Primary School
Ardleigh Green Primary School
Ardleigh Green Infant School

1. Statement of intent

Empower Learning Academy Trust is committed to ensuring high standards of health & safety in all its activities It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The trust values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits, the Trust Board and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the trust's safety management system.

"This policy applies to all schools and all employees within the Trust, and must be implemented consistently across all academies."

Signed Chair of Trust Board

Date: 14/11/2025

Signed CEO

Date: 14/11/2025

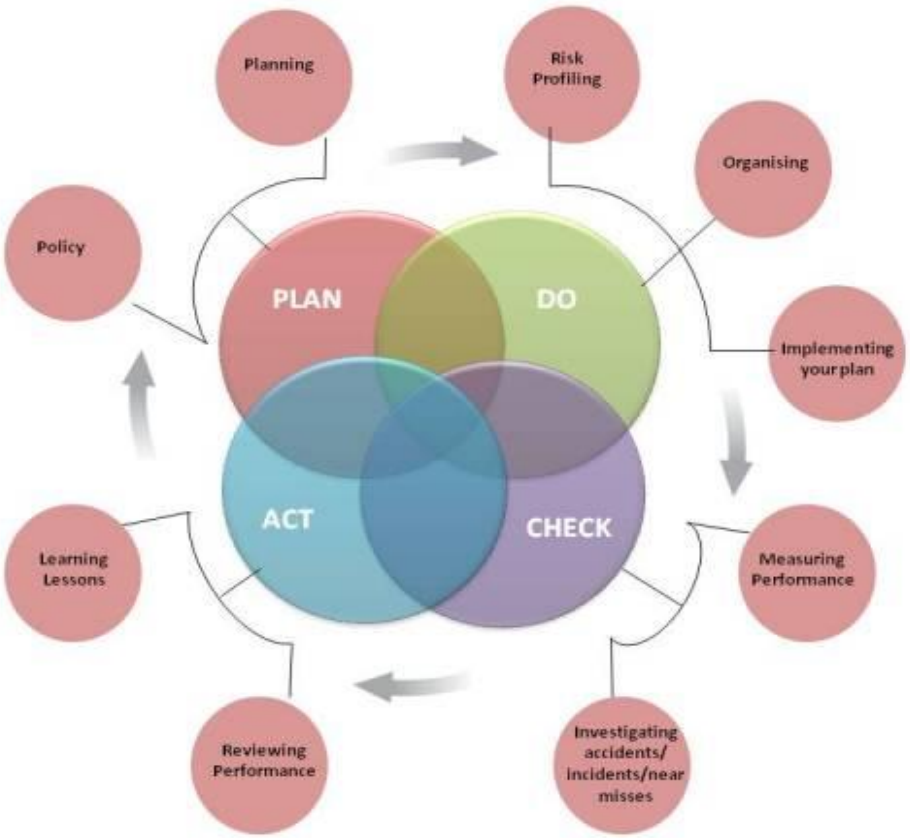
2. Safety Management System Objectives

To assist the effective implementation and continual improvement of the trust's Safety Management System (SMS) the Governing Board sets SMS Objectives each year. The current SMS Objectives are:

- Implement a trust wide H&S Committee
- Ensure all appropriate staff are IOSH qualified
- Satisfy H&S Audit recommendations in all academies

3. Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management". For clarity, the Safety Management System applies Trust-wide, with each academy implementing local procedures consistent with the central framework.



Organisation

4. Trust Board

The Trust Board is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Overall objectives for the trust's Safety Management System are set and reviewed;
- Health & safety standards are maintained by monitoring the School's performance on a termly basis;
- At least one health and safety trustee is nominated;
- This Policy is kept up to date by reviewing it annually.

The Trust Board will also ensure that the policy is reviewed earlier where significant operational, organisational or legislative changes occur.

5. Health & Safety Trustees

Health & Safety Trustees will:

- Participate in regular workplace inspections of the establishment;
- Monitor the trust's health & safety performance (including against its SMS action plan) on behalf of the Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the trust Risk & Audit Committee at each meeting, detailing the findings of their activities.

6. **All Employees**

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with their academy and the trust to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the trust's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the trust's Health and Safety Policy and associated arrangements, and to co-operate with their academy and the trust on its implementation. All employees must report hazards, accidents and near misses immediately using the Trust's reporting systems.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The trust will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and Inspection matrix at the end of this section.

7. Chief Executive Officer (CEO)

The Chief Executive Officer, in conjunction with the Chief Operating Officer (COO), is responsible for ensuring that:

- The health & safety decisions of the Trust Board are complied with;
- Systems are established and maintained within the trust to ensure that health & safety is effectively managed (including where necessary the introduction of health surveillance programmes);
- A trust health & safety lead and academy health & safety Co-ordinators are appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Health & Safety Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- Staff are provided with access to the trust's on-line health and safety management information (ELAT Intranet);
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures. The CEO/COO must also ensure that all statutory notifications, including RIDDOR reports, asbestos incidents, and reportable diseases, are submitted to the appropriate regulatory bodies within required timeframes.
- There are adequate arrangements in place to enable the trust's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed those suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular, will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health & Safety and Welfare Policies, fire and other safety procedures;
- The trust's health and safety performance is monitored (see arrangements section for further details);
- Termly health and safety inspections of the trust academies are carried out. In order to demonstrate senior management commitment to health & safety. The CEO will participate in at least one inspection per year.

8. Senior Management Team

The Senior Management Team manages the day-to-day operation of the academy. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

9. Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

(a) Promoting and developing a positive attitude towards health, safety and welfare throughout the academy;

(b) Ensuring that they are and remain competent to undertake their role;

(c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;

(d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;

(e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the academy's established systems;

(f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement.

(g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;

(h) Making suitable arrangements for consultation with employees and employee safety representatives;

(i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the academy's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to employees, pupils, contractor's employees and others are minimised;

(j) Reporting health and safety issues which they cannot resolve to the trust's Health & Safety Co-ordinator (Head of Estates).

Managers must ensure that contractors provide suitable risk assessments and method statements prior to commencing work on Trust premises

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the Trust have additional responsibilities to the general duties and these are described below.

10. Head of Estates (Trust Health & Safety Co-ordinator)

The main purpose of this role is to champion and monitor the implementation of the trust's Health & Safety Policy and on behalf of the CEO. They are therefore responsible for:

a) Establishing central record keeping systems for the trust and its academies, for key documents such as risk assessments, safe systems of work and emergency procedures;
b) Preparing health and safety monitoring reports for the Trust Board Body on behalf of the CEO/COO;
c) Reporting deficiencies, failures, or lack of co-operation with the trust's safety management system to the CEO/COO where they are unable to achieve resolution themselves.
d) Liaising with the Local Authority Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the trust.

11. Senior School Keeper

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the academy to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant academy procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

12. Heads of Department

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and a maintenance programme is in place.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

Heads of Department must ensure that health and safety training records for all departmental staff are maintained and reviewed annually.

13. Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary **(notices, posters, hand-outs are not enough)**;
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;

- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the head of department or team leader.

14. Technicians

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

15. Academy Educational Visits Co-ordinator

Each Academy EVC is responsible for ensuring that all trips and visits are approved in accordance with the Local Authority's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment which includes "Plan Bs".

The EVC must ensure that all trip risk assessments are reviewed and approved before the visit takes place.

16. Mid-day Assistants

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

17. Competent Advice

The Schools utilises the oneSource Health & Safety Team as its source of competent health and safety advice.

Maintenance and Inspection Matrix (Academy Specific)					
Plant/Equipment/Service	**Maintenance/ Inspection type**	**Frequency**	**Scheduled for (month)**	**Current Contractor/ in-house**	**Responsible person** (task performance or contract management)
Air Conditioning	Maintenance	Annually			
Air receivers >250bar/litres	Inspection	Annually			
Asbestos Monitoring	Check	Variable		In-house	
Autoclaves	Inspection	Annually			
Boiler	Maintenance	Annually			
	Inspection	Annually			
Carbon Monoxide Detector	Test	Weekly		In-house	
Changing Tables (adjustable)	Inspection & Maintenance	6 months			
Chemical store mechanical ventilation	Inspection/ Function Test	Termly		In-house	
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment			
Defibrillator	Function check	Weekly			
	Pad replacement	Dependent on model			
Dining table & seating (combined units)	Inspection	Annual			
D&T plant/equipment	Safe condition	Annually		In-house	
	Maintenance	Annually			
Electrical (mains wiring)	Inspection	5 Yearly			
Electrical (PAT)	Inspection	variable			
Emergency evacuation chairs	Inspection	Annually			
	Visual Check	Monthly			
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually			
	Visual check	Termly		In-house	
Extraction systems (dust)	Inspection	Annually			
Extraction Systems (heat processes)	Inspection	Annually			
Extraction Systems (Kitchens)	Maintenance	Quarterly			
Extraction Systems (fume cupboards)	Inspection	Annually			
Emergency Communication Systems (EVC & radio)	Function check	weekly		In-house	
Emergency Lighting	Visual check	Daily		In-house	
	Test	Monthly		In-house	

	Inspection/battery test	Yearly			
Emergency stops (gas/electrical/hydraulic)	Function test	Termly		In-house	
Fall arrest systems	Inspection & Maintenance	Annually			
Fall Protection guard rails/ access ladders etc.	Visual Inspection	Annually		In-house	
Fencing	Visual check	Termly		In-house	
Fire Alarm, detectors and door release (including independent door release devices)	Test	All in 13-week period		In-house	
	Inspection	Quarterly			
First Aid Supply checks	Visual Inspection	Termly		In-house	
Flame-out/ Flame Supervision Devices	Function test	Termly		In-house	
Free-standing structures (lighting posts, basketball posts, gazeebos etc.)	Inspection	Annually			
Independent fire door release devices	Battery change	Annually		In-house	
Fire Doors	Inspection	Annually			
	Visual Check	Monthly		In-house	
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter			
	Visual check	Annually		In-house	
Fire Extinguishers	Inspection	Annually			
	Visual Check	Monthly			
Fire evacuation chairs/devices	Visual Check/track rotation	Monthly			
	Inspection	Annually			
Fire evacuation doors	Visual Check	Monthly		In-house	
Fire Shutters	Maintenance	Annually			
	Inspection	6 months			
Gas appliances	Inspection	Annually			
Gas pipework – gas tightness	Inspection	5 yearly			
Gas pipework – condition	Visual check	Annually			
Glazing Safety Film	Visual Inspection	Termly			
Handling equipment (including book & lunch trollies)	Visual Inspection	Annually			
Heating System	Maintenance	Annually			

Hinge guards (aka “finger guards”)	Visual Check	Termly			
Hoists (engine)	Inspection & Maintenance	Annually			
Hoists & Slings (patient)	Inspection & Maintenance	6 months			
Interlocks	Function Test	Termly		In-house	
Intruder Alarm	Maintenance	Annually			
Kiln	Inspection	Annually			
Ladders/step ladders	Inspection	Annually		In-house	
Lifts/stairlifts	Inspection	6 months			
Lifts (goods)	Inspection	12 months			
Lightning conductors	Inspection	Annually			
Medicines	Visual Check	½ termly		In-house	
MEWP	Inspection & Maintenance	6 monthly			
Minibuses	Check	Before use		In-house	
	Inspection (MOT)	Annually			
	Maintenance	Annually or as per manufacturer’s schedule if shorter			
Panic alarms (security & emergency summons)	Test	Weekly		In-house	
PH/Free Chlorine	Test	3 times per day		In-house	
PE equipment (including recreational posts)	Inspection	Annually			
Play Equipment	Inspection	Annually			
	Visual check	Weekly		In-house	
Pug Mill	Inspection	Annually			
Radiation Sources	Inspection	Annually		In-house	
Rigging units (lighting/flying)	Inspection	Annual (6 monthly if flying people)			
Safety chains (cookers/luminaires)	Visual Check	Termly		In-house	
Seating (tiered)	Inspection & Maintenance (folding types)	Annual			
Shutter door systems (non-fire)	Inspection	Annually			
Sprinkler systems	Inspection/Maintenance	Annually			
	Test	Monthly			

Staging/rostra	Visual Check	Annual		In-house	
Steam engines	Inspection	Annually			
Tower Scaffolds	Inspection	Annually			
	After assembly inspection	Before use & every 7 days		In-house	
Tie-in bolts	Inspection	Annually			
Tractors and other powered vehicles	Check	Before use		In-house	
	Maintenance	Annually or as per manufacturer's schedule if shorter			
	MOT	Annually if used on public highway			
Trees (Zone 1)	Inspection	Annually			
Water Systems (descaling)	Maintenance	Quarterly			
Water Systems (infrequent use)	Flushing	Weekly		In-house	
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually			
Water Systems (temperature)	Test	Monthly			
Water Systems - thermostatic mixing valves	Maintenance	6 monthly			
Workplace Inspections	Visual Inspection	Termly			

Completed Matrix is stored on Academy intranet page.

Arrangements Section

This Section details the arrangements which the trust and its schools has in place for managing health & safety. In most cases it will signpost to other documents/procedures. The trust utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource which details how various tasks should be undertaken. The Manual forms part of the trust's arrangements to manage health and safety.

Document Control

The trust has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. The School uses a system of sign off date to identify documents. Copies of finalised documents are stored on the trust intranet. Monitoring of the implementation of the trust's document control system is undertaken by the COO through scheduled update events. The Monitoring is automated through a RAG rating system.

Risk assessments

The trust has produced a detailed risk assessment methodology document. The following is a brief overview of the trust's processes. It has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified these and the necessary control measures have been recorded on individual risk assessments. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the trust has adopted the control measures outlined in the oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health & Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

Fire

The trust has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the trust's academies. The Fire Register which contains the assessment and details on the management of the various control measures is at reception in each academy.

Hazard and unsafe acts & omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located in the reception area of each academy.

Accident & near miss reporting

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in bump books. All other accidents are to be reported to the academy health and safety advisor who will record the incident using the Authority's on-line accident reporting system.

Communication

The School communicates information on health & safety to its employees using the following methods:

As part of the induction process;
Team meetings/Departmental/Staff meetings;
Staff circulars/newsletter;
Staff intranet
notice boards
1:1s

Consultation on health & safety matters

The trust H&S Group includes representatives from the school management teams and appropriate trade unions, to discuss policy and other issues at a trust and academy level. The group is chaired by the Head of Estates.

The trust consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings. Staff can also raise concerns via the Head of Estates.

First aid

Each Academy has assessed specific needs in relation to first aid to ensure there is adequate provision at all times the academy is occupied. Academy first aiders are listed, with contact details and level of qualification, on the staff intranet. Assessment of need is retained, by Academy, By the Head of Estates.

Contractor management

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at reception. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The Senior Schoolkeeper is responsible for monitoring contractors on the Academy site. All contractors will be directed to the Contractors Handbook. Estates - ELAT Contractors Handbook.pdf - All Documents (sharepoint.com)

Employee competence

The trust will ensure that employees are competent to perform their duties from a health & safety perspective. The trust utilises competency descriptors which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the trust are required to undertake IOSH training.

Stress

The trust recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or any member of the HR team. Employees may also contact HSF, the trust Employee Assistance Programme which provides a confidential advisory/counselling service to the trust's employees.

Legionella

The trust is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The Trust will aim to achieve this policy commitment by following the principles set out in the publication "Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 (Fourth Edition). Health and Safety Executive (HSE)". This will include:

- Appointing one or more Responsible Person (Legionella) to have responsibility for managing identified in-scope water use and storage systems.
- Carrying out a suitable and sufficient risk assessment of all work activities and in-scope water systems to identify and evaluate foreseeable risks of exposure to legionella bacteria.
- Identification of any particular "at risk" groups of people who may be at greater risk of harm if exposed to legionella bacteria.
- Recording the significant findings of each such assessment.
- Producing and implementing written arrangements (a legionella management plan) to avoid, so far is reasonably practicable, exposure to legionella bacteria. Where it is not possible to avoid this risk then the plan will identify the measures for controlling the risk of such exposure and to ensure that such controls remain effective.
- Keeping appropriate records of any management and any associated monitoring activities.
- Allocating sufficient resource to ensure that reasonably foreseeable risks of exposure to legionella bacteria are managed. This will include the appointment of suitable numbers of competent people to advise on legionella management matters and to assist with the development and implementation of the legionella management plan.
- Providing suitable and sufficient information, instruction, training and supervision to relevant employees to enable them to perform their duties under this policy and any associated procedures and to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria.
- Ensuring that all new water systems are designed, specified, installed and commissioned so as to avoid, where reasonably practicable, the foreseeable exposure of people to legionella bacteria or, where avoidance is not practicable, to ensure that such risks are reduced to a tolerable level.
- Carrying out a legionella risk assessment on all new buildings following handover from the Principal Contractor. The assessment findings will be incorporated into the building's legionella management plan.

- Managing all works on existing domestic hot and cold water systems to ensure that foreseeable risks of legionella exposure are managed.

- Ensuring that all work on domestic hot and cold water systems are only carried out by suitably competent people.

- Undertaking periodic audits to ensure that all relevant duties under this policy and applicable legislation are being managed effectively.

- All testing is carried out regularly by Aqua vent the folder is located in the Senior Schoolkeepers office

- Standing water taps also flushed through weekly

Asbestos

'Asbestos' is the general term used for the fibrous silicates. Three main types of asbestos were commonly used in construction:

- crocidolite (commonly known as blue asbestos)
- amosite (commonly known as brown asbestos)
- chrysotile (commonly known as white asbestos)

Any material containing one or more of these fibrous silicates at more than trace amounts falls within this definition.

Asbestos-Containing Material (ACM)

Any material containing fibrous silicates or mixtures of them. Descriptions of typical ACMs are provided in L143: Managing and working with asbestos Control of Asbestos Regulations 2012 (Health and Safety Executive (2013).

Management Survey

The purpose of a management survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. All areas, including underfloor coverings, above false ceilings, and inside risers, service ducts and lift shafts, should be accessed and inspected as far as is reasonably practicable. Surveying may involve some minor intrusive work, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling.

Refurbishment and Demolition Survey

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Works on Asbestos includes

- Work which removes, repairs or disturbs asbestos;
- Work which is ancillary to such work (ancillary work);
- Supervising the work referred to in the two bullet points above (supervisory work).

Licenced Contractors

The HSE only allows certain works on ACM to be carried out by contractors. Contractors will only be issued with a "licence" if they can demonstrate that have the necessary skills, competency, expertise, knowledge and experience of work with asbestos, together with excellent health and safety management systems.

The Trust will manage, **so far as reasonably practicable**, all asbestos containing materials (ACM) falling under its control in such a manner as to minimise the risk of any person being exposed to asbestos fibres. The Trust will aim to achieve this policy by:

- Identifying ACM within relevant buildings. Where it is not reasonably practicable to identify ACM, for example ACM that may be located in inaccessible areas, then the Trust will presume that asbestos is present and manage accordingly.
- Risk assessing each identified ACM taking into account the likelihood, and the likely number of people that might be exposed, in the event of an uncontrolled release of asbestos fibres.
- Implementing appropriate control measures to reduce the risk of exposure of people to asbestos fibres from each ACM. The following general principles will be applied:
- Where ACM is assessed as being in good condition then this will generally be left in situ and managed.
- Where ACM is assessed as posing a risk to health it will be, so far as is reasonably practicable, removed or encapsulated.
- Where removal or encapsulation is not reasonably practicable then access to the ACM will be managed to reduce the risk of exposure as low as is reasonably practicable.
- Implementing a system of monitoring of each remaining ACM at intervals determined by the risk assessment.
- Carrying out a Refurbishment and Demolition survey as an integral part of the planning process for any refurbishment or demolition works carried out in Trust owned, managed or occupied premises.
- Planning, managing, delivering and monitoring all work that could result in the release of asbestos fibres. In the case of works that involve the removal or encapsulation or other activities that will lead to the release of asbestos fibres, regardless of asbestos type, these will only be carried out by organisations licensed to carry out such works by the Health and Safety Executive (HSE).
- Devising and implementing emergency procedures to reduce the risk of exposure of people as low as is reasonably practicable in the event of an unplanned and/or uncontrolled release of asbestos fibres.
- Providing suitable and sufficient information, instruction, training and supervision to employees and contractors to reduce the risk of uncontrolled release of asbestos fibres as low as is reasonably practicable.
- Review this policy and any associated procedures at regular intervals, or following any uncontrolled release of asbestos fibres, to ensure that it is working efficiently and effectively

Responsibilities

Senior Schoolkeepers and The Estates Manager have been delegated responsibility for the day–to-day management of all asbestos matters associated with building fabric, services and infrastructure. The Chief Operating Officer and Estates Manager will be responsible for ensuring that an academy Asbestos Management Plan (AMP) is developed and implemented at each school. The AMP will set out how the Chief Operating Officer and Estates Manager will meet the day-to-day responsibilities placed on them under this policy. This will include arrangements for ensuring that:

- Suitable and sufficient asbestos information, instruction, training and supervision is made available to any person who may potentially be exposed to an uncontrolled release of asbestos fibres.
- Records are maintained of all asbestos-related information, instruction and training provided by Campus Infrastructure to Trust employees and contractors.
- The Asbestos survey is available in the Senior Schoolkeepers office for reference.

Monitoring of health & safety

Overall Performance

A termly report is provided to the Risk & Audit Committee which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills;
- Progress with the School's SMS objectives.

Each year the following are reported to the Trust Board:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis;
- Summary of health surveillance findings.

Systems' Functional Monitoring

The Trust Board must verify that the trust and its academies have adequate monitoring arrangements in place to ensure that all of the trust's safe systems of work, procedures and policies are delivering their desired outcomes. To achieve this, members of the Board will:

- require the School's monitoring activities to be recorded in a schedule;
- allocate appropriate review periods for each system, procedure & policy by the Board;
- be actively involved in monitoring tasks.

Guidance on systems monitoring can be found in the Health & Safety Manual, accessed via the HES H&S Portal. For more information, see the trust H&S Intranet page: Health and Safety - Home (sharepoint.com) .